Name of Site Supervisor:

DAILY MEAL COUNT FORM—SUPPER						
Date:	Date:	Date:				
Delivery Time:	Delivery Time:	Delivery Time:				
Meals received/prepared	Meals received/prepared	Meals received/prepared				
Meals available from previous day +	Meals available from previous day +	Meals available from previous day +				
①Total meals available =	●Total meals available =	①Total meals available =				
First Meals Served to Children (cross off number as each child receives a meal)	First Meals Served to Children (cross off number as each child receives a meal)	First Meals Served to Children (cross off number as each child receives a meal)				
1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12				
13 14 15 16 17 18 19 20 21 22 23 24	13 14 15 16 17 18 19 20 21 22 23 24	13 14 15 16 17 18 19 20 21 22 23 24				
25 26 27 28 29 30 31 32 33 34 35 36	25 26 27 28 29 30 31 32 33 34 35 36	25 26 27 28 29 30 31 32 33 34 35 36				
37 38 39 40 41 42 43 44 45 46 47 48	37 38 39 40 41 42 43 44 45 46 47 48	37 38 39 40 41 42 43 44 45 46 47 48				
49 50 51 52 53 54 55 56 57 58 59 60	49 50 51 52 53 54 55 56 57 58 59 60	49 50 51 52 53 54 55 56 57 58 59 60				
61 62 63 64 65 66 67 68 69 70 71 72	61 62 63 64 65 66 67 68 69 70 71 72	61 62 63 64 65 66 67 68 69 70 71 72				
73 74 75 76 77 78 79 80 81 82 83 84	73 74 75 76 77 78 79 80 81 82 83 84	73 74 75 76 77 78 79 80 81 82 83 84				
85 86 87 88 89 90 91 92 93 94 95 96	85 86 87 88 89 90 91 92 93 94 95 96	85 86 87 88 89 90 91 92 93 94 95 96				
97 98 99 100 101 102 103 104 105	97 98 99 100 101 102 103 104 105	97 98 99 100 101 102 103 104 105				
106 107 108 109 110	106 107 108 109 110	106 107 108 109 110				
⊘ Total First Meals +	⊘ Total First Meals +	⊘ Total First Meals +				
Second meals served to children 1 2 3 4 5 6 7 8 9 10 Total Second Meals +	Second meals served to children 1 2 3 4 5 6 7 8 9 10 Total Second Meals +	Second meals served to children 1 2 3 4 5 6 7 8 9 10 Total Second Meals +				
Meals served to Program adults	Meals served to Program adults	Meals served to Program adults				
1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10				
Total Program Adult Meals +	● Total Program Adult Meals +	● Total Program Adult Meals + Meals served to non-Program adults				
Meals served to non-Program adults 1 2 3 4 5 6 7 8 9						
⑤ Total Nonprogram Adult Meals +	Total Nonprogram Adult Meals +	1 2 3 4 5 6 7 8 9 Total Nonprogram Adult Meals +				
⊙ Total Meals Served =	⊙ Total Meals Served =	Total Meals Served =				
T otal Disallowed Meals (damaged/incomplete 1 st meals/other non-reimbursable meals) +	⊘ Total Disallowed Meals (damaged/incomplete 1 st meals/other non-reimbursable meals) +	⊘ Total Disallowed Meals (damaged/incomplete 1 st meals/other non-reimbursable meals) +				
❸Total leftover meals +	③ Total leftover meals +	3 Total leftover meals +				
9 Total of items 3 + 7 + 3 = (Item 9 should be equal to item 1)	⑨ Total of items ⑤ + ⑦ + ⑤ = (Item ⑨ should be equal to item ①)	9 Total of items 6 + 7 + 8 = (Item 9 should be equal to item 1)				
Number of additional children requesting a meal after all available meals were served Number of additional children requesting a meal after all available meals were served		Number of additional children requesting a meal after all available meals were served				
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15						

DAILY MEAL COU	WEEKLY SUMMARY			
Date:	Date: Complete the weekly summary for the days lunches wer			
Delivery Time	Delivery Time: week. 1st Meals: This is the total number of complete 1st meals served			
Meals received/prepared	Meals received/prepared	Obtain from # 2 of daily count sheet.		
Meals available from previous day +	Meals available from previous day +	2 nd Meals: This is the total number of complete 2 nd meals served to children. Obtain from # 3 of daily count sheet.		
OTotal meals available =	●Total meals available =	# Program Adult Meals: Program adults meals are those served to adults working directly with the summer food program. Obtain from # 4 of daily		
First Meals Served to Children (cross off number as each child receives a meal)	First Meals Served to Children (cross off number as each child receives a meal)	count sheet.		
1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12	# Nonprogram Adult Meals: Nonprogram adult meals are those served to adults NOT working directly with the summer food program. Obtain from #		
13 14 15 16 17 18 19 20 21 22 23 24	13 14 15 16 17 18 19 20 21 22 23 24	5 of daily count sheet. # Disallowed Meals (DM): Disallowed meals are considered 1st meals that		
25 26 27 28 29 30 31 32 33 34 35 36	25 26 27 28 29 30 31 32 33 34 35 36	are served incomplete (these meals should not be counted as a 1 st meal),		
37 38 39 40 41 42 43 44 45 46 47 48	37 38 39 40 41 42 43 44 45 46 47 48	meals leaving the site, meals served outside of the meal service time, etc. Obtain from # 7 of daily count sheet.		
49 50 51 52 53 54 55 56 57 58 59 60	49 50 51 52 53 54 55 56 57 58 59 60	Leftover Meals: If refrigeration is available these meals can be saved for		
61 62 63 64 65 66 67 68 69 70 71 72	61 62 63 64 65 66 67 68 69 70 71 72	service the next day. Meal orders should be adjusted based on the number of		
73 74 75 76 77 78 79 80 81 82 83 84	73 74 75 76 77 78 79 80 81 82 83 84	meals leftover. Friday's leftovers must be disposed of. If refrigeration is not available, leftover meals should be disposed of, daily.		
85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105	85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105	# 1 st # 2 nd # Program # NP Adult # DM Meals Meals Adult Meals Meals		
106 107 108 109 110	106 107 108 109 110	Mon. Adult Means Means		
② Total First Meals +	② Total First Meals +	Tues.		
O Total Pilst Meals	O Total Flist Means	Wed.		
Second meals served to children	Second meals served to children	Thurs.		
1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	Fri.		
● Total Second Meals +	Total Second Meals + Meals served to Program adults	Total		
Meals served to Program adults 1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10			
⊙ Total Program Adult Meals +	● Total Program Adult Meals +	Comments from Site Supervisor:		
Meals served to non-Program adults	Meals served to non-Program adults			
1 2 3 4 5 6 7 8 9 Total Nonprogram Adult Meals +	1 2 3 4 5 6 7 8 9 Total Nonprogram Adult Meals +			
Total Nonprogram Adult Meals + GTotal Meals Served =	GTotal Meals Served =	1		
⊘ Total Disallowed Meals (damaged/incomplete 1 st	T Total Disallowed Meals (damaged/incomplete 1 st	-		
meals/other non-reimbursable meals) +	meals/other non-reimbursable meals) +	_		
⊙ Total leftover meals +	③ Total leftover meals +			
9 Total of items $6 + 7 + 8 = (\text{Item } 9 \text{ should be equal to item } 1)$	9 Total of items $6 + 7 + 9 =$ (Item 9 should be equal to item 9)			
Number of additional children requesting a meal after all available meals	Number of additional children requesting a meal after all available meals	1		
were served 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15		The information provided is true and accurate to the best of my knowledge:		
		Signature of Site Supervisor		
	Ш			